



# Hurricane Harvey Mobilization Plan

Regional Emergency Operations Center (REOC)  
U.S. EPA, Region 6

## **Contact Information:**

Logistics: Phone 214-665-9704 or email [R6HarveyLSC@epa.gov](mailto:R6HarveyLSC@epa.gov)

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## **Pre Mobilization Checklist**

Ensure items below have been provided to you by REOC personnel before deploying.

- Deployment location and duration.
- Work assignment and Asset Tracker Number.
- Special equipment needs.
- Prepare travel authorization (TA) with response account code applied.
- Lodging and transportation discussed and known.
- Personal items (cash, clothes, identification, etc.).
- Verify Health & Safety & medical monitoring requirements met.

## **Travel**

Prepare TA per your regional process. Include your Asset Tracker number in TA comments. Apply below accounting code and route through regional process for authorization and approval.

### **TA funding accounting string:**

DCN: HHR

Budget FY: 2016/17

Fund: BR

Org Code: 06LOX13

PRC: 303DC6

Site: H001

## **Timekeeping**

1. Ensure work schedule in People Plus is recorded as regular 8 hour day.
2. People Plus accounting code will be provided to you at check-in.
3. Overtime forms.
  - ❖ Outside R6 – Complete overtime request form, include your Asset Tracker number and obtain Regional Manager approval. Upon returning to your region from response, complete approved overtime form and PDF copy to [R6HarveyfSC@epa.gov](mailto:R6HarveyfSC@epa.gov)
  - ❖ R6 Employees – Overtime form will be prepared for you by REOC. Approved copy will be emailed to you. Upon returning from the response, complete approved overtime form and PDF copy to [R6HarveyfSC@epa.gov](mailto:R6HarveyfSC@epa.gov)

## **Mobilization Check-in**

- All staff will report to Resource Unit for initial check-in and any site specific badge processing.
- Review lodging and transportation.
- Report to Safety Officer for briefing and equipment review.
- Review team personnel staff contact information.
- Complete operations briefing.
- Review critical incident stress management program.



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- Ensure required forms are complete, signed and turned in.

## Essential Equipment for Mobilization

Determine which items below you need to bring according to incident specific requirements.

- **Clothing**
  - 2 week supply of season appropriate clothing and footwear.
  - Long Pants (no shorts)
  - Casual Clothing
  - EPA ID Clothing
  - Hat/Cap
- **Field Personnel Safety Gear** (as appropriate)
  - Hard Hat
  - Ear Plugs
  - Safety Glasses
  - Reflective Safety Vest
  - Steel Toed Boots w/ Metal Shanks or Full Insert
  - Hand Held GPS
  - Vehicle GPS
  - Leather Work Gloves
  - Dosimeter/TLD
  - Multipurpose Tool/Knife
  - First Aid Kit
  - Insect Repellent
  - Sunscreen
  - Respirator (per current fit test and respiratory clearance)
- **Personal Hygiene**
  - Shampoo
  - Razor
  - Band-Aids
  - Allergy Medicine
  - Advil/Tylenol
  - Prescription Medications
  - Detergent
  - Toothbrush and Toothpaste
- **Personal ID/Finance**
  - Driver's License
  - Smart Card (Government ID)
  - OSC Badge
  - Government Travel Card
  - Government Purchase Card
  - Incident ID (if provided by response)
  - Auto Insurance Card
  - Medical Insurance Card
  - Medical Bracelets/Rings
- **IT/Computers**
  - Laptop
  - Laptop Charger (Room, Car)
  - Thumb Drive
  - Cell Phone
  - Cell Phone Charger (Room, Car)
  - Car Power Inverter-300 WATT
  - Field Notebook (Rite in Rain)
  - Pens/Pencils



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## ATTACHMENT A

**\*\* This completed form should be returned to Logistics\*\***

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Are You Prepared?** Many of the suggestions below may appear to be common sense, but it's amazing how many things can be overlooked when an unexpected deployment comes up.



- ✓ Have a backup plan for your family, including someone who will be available to provide assistance in case of an emergency during your absence, and make sure to provide important contact information for doctors, veterinarians, home repair people, babysitters, etc.
- ✓ Explain the situation you are going into, as much as you can, to ease concerns of family members and friends.
- ✓ Try to set up a communication plan if your cell phone and/or Blackberry will/will not work. If there are alternative communications procedures, provide that information, particularly in case of an emergency.
- ✓ If you are a single parent, be sure to provide contact information for you and other important people to the caregiver.
- ✓ If you live alone, be sure you've arranged a way to have important regular bills paid in your absence.
- ✓ If you have pets, have someone on standby to provide care.
- ✓ Will your health allow you to work and rest under the conditions of this response?
- ✓ Do you take any medication on a regular schedule? Be sure to bring enough for your stay and longer.

### Challenges to Expect:

- ➡ Deploying can be stressful, so, if you have items that may help you to deal with stressful situations (nerf ball, yoga mat, meditation aids, etc.), bring them with you.
- ➡ You may have to share accommodations. If you are a light sleeper, bring items that could make your sleep more restful (ear plugs, an eye mask, special pillow).
- ➡ If you are sharing lodging, be flexible and respectful regarding others' habits and cultures.
- ➡ Healthy food may not be readily available and meal times may be irregular. Be prepared and take healthy snacks with you.

### Recommendations for taking care of yourself:

- 👍 Make sure to take breaks.
- 👍 Make time to eat: don't just eat sugar snacks; try to eat healthy foods.
- 👍 Moderate caffeine and alcohol consumption; stay hydrated.
- 👍 Make time to call home.
- 👍 Exercise regularly. Bring running shoes, resistance exercise bands, a yoga mat, copy of Battle Station Yoga or other easily transportable exercise items.
- 👍 If you exercise regularly, there may not be any facilities available, so if you have easily transportable exercise equipment, bring your tools with you (running shoes, resistance exercise bands, hand weights, a copy of Battle Station Yoga, etc.).

*And – most important of all – be prepared to expect the unexpected.*



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ATTACHMENT B

## Stress Management Tips for EPA's Emergency Responders

### Critical Incident Stress Management

A critical incident is an event that can tax or overwhelm your usual coping mechanisms. These events can be natural disasters, terrorist incidents, industrial accidents, or more personal events that can involve fear, largescale destruction, injury, or death. The stress you might experience after exposure to such an event could affect you emotionally, physically, cognitively, and behaviorally.

Because of the nature of your job, you might also find yourself experiencing stress for a number of other reasons: long (work) hours, physical demands of the assignment, bad weather, logistical problems, extended periods away from your family, friends, and others.

Stress reactions can occur while you are responding to an event or a few hours or even days, weeks, or months later. These reactions are quite common and normal for disaster responders. If you find yourself experiencing stress reactions as a result of your response to an event, you can help the reactions to pass more quickly by talking with supportive family members, friends, a member of the EPA Emergency Response Peer Support & CISM Team, or the EPA Employee Assistance Program.

### Some Common Stress Reactions

#### **Physical:**

- Fatigue/Exhaustion
- Sleep Disturbances
- Nightmares
- Appetite Changes or Digestive Problems
- Headaches

#### **Cognitive:**

- ◁ Difficulty Concentrating
- ◁ Flashbacks
- ◁ Difficulty Making Decisions
- ◁ Memory Disturbances
- ◁ Confusion
- ◁ Problem Solving Difficulties

#### **Emotional:**

- ◁ Fear

- ◁ Guilt
- ◁ Emotional Numbing
- ◁ Over Sensitivity
- ◁ Anxiety
- ◁ Depression
- ◁ Anger
- ◁ Irritability
- ◁ Frustration

### Helping Yourself

- Spend time with family and friends
- Talk, talk, talk—talking is the most important healing medicine
- Resume your regular daily routine
- Exercise
- Eat healthy
- Avoid excessive use of alcohol or caffeine
- Keep a journal—write about your reactions

If you are experiencing any of these reactions, they are normal reactions to an abnormal situation.



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## ATTACHMENT C

MOBILIZATION/DEMOBILIZATION (DRIVING) HURRICANE HARVEY EPA REGION 6 EPA-START		TASK HAZARD ANALYSIS (THA)	
<b>Task Description</b>			
This task hazard analysis refers the process of mobilizing and demobilizing personnel and equipment to complete response objectives including reconnaissance around the site. The primary hazard involves driving unfamiliar/large vehicles to destinations in areas that are unfamiliar to the driver. Due to the significance of the incident, many drivers may work extended hours which increases the risk of an accident. Workers will drive into areas with unknown debris, muddy/slick roads, and various other hazards.			
Chemical Hazards	Physical Hazards	Biological Hazards	Radiological Hazards
-None anticipated	Electrical Hazards Driving Hazards (debris) Illumination (travel pre-dawn/post dusk) Parking (tight quarters) Inclement Weather Stress/Fatigue Heat/Cold Stress Structural Instability (buildings/roads) Fire Explosions	Mosquitos, Displaced animals, & Wildlife	None anticipated

Minimum PPE	Other Equipment
None	First aid/BBP kit, Fire extinguisher, Cell phone, cell phone booster, Power Inverter Radio, Spare tire and fix-a-flat, Jumper cables, Water (minimum 1 bottle per hour planned to work), GPS, Map, Emergency Flares, Flash Light, spare batteries, Bottled water, nonperishable foods, such as granola bars and/or MREs, rain gear In cold climates a blanket/person, matches or lighters and towels, extra socks, and gloves.
Minimum Training	
Current Driver's License	

Applicable FLD/ OSHA REGS	Safety Considerations
<p><b>VEHICLE CHECK</b></p> <p>Check condition of tires (properly inflated/tread).</p> <p>Supplies (map, cell phone/radio, spare tire, first aid kit, water, emergency rations).</p> <p>Full tank of fuel before departure. Avoid letting tank go below 1/2 full.</p> <p><b>Travel with two or more vehicles if possible.</b></p> <p><b>DRIVING HAZARDS</b></p> <p>Do not travel through unsecured areas without a buddy system in place. Travel only on established debris-free routes where possible.</p> <p>Check State Police website prior to travel to review closures and hazards.</p> <p>Use defensive driving techniques, follow the speed limit, wear seat belt and don't talk on the phone or read a map while you are driving.</p> <p>Watch for downed power lines and tress, do not drive under/over a downed power line or tree.</p> <p>Watch for debris on roads. Flats, pull off of the highway to change it or call for assistance.</p> <p>Watch for structural damage to bridges and roadways.</p>	



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Watch for falling glass around downtown buildings.  
Watch for people or stray animals on roads  
If traffic lights are out - treat the intersection like a 4-way stop.  
Watch for and give right-of-way for emergency vehicles.  
Travel to debris laden areas only using a 4x4 truck. Cars will only travel on established debris free roads.  
**Traffic Jams:** Be Patient, Expect traffic delays. **If your car overheats** - never remove the radiator cap until the engine has thoroughly cooled!

### DRIVING in Inclement WEATHER

**Flooding:** When driving, **know the depth of water** before crossing. Be aware that the road bed may not be intact under the water. If the vehicle stalls, abandon it immediately; seek higher ground.

**Tornadoes:** Leave your vehicle, and go to a substantial shelter or lie flat in the nearest ditch, ravine, or culvert with your hands shielding your head.

**Skids:** Drive slowly, especially on curves. Do not brake hard or lock the wheels on wet surfaces.

In a skid, ease your foot off the gas, and carefully **steer into the skid**. This will bring the back end of your car in line with the front. Without ABS avoid using brakes. With ABS, brake firmly.

**Hydroplaning:** The water in front of your tires builds up faster than your car's weight can push it out of the way/car slides on a thin layer of water between the tires and the road. **Avoid puddles**, drive slow and check tires (properly inflated with good tread) to avoid hydroplaning.

When hydroplaning, **do not brake or turn suddenly**. Ease your foot off the gas until you can feel the road again. Without ABS brake gently with light pumping action. With ABS, brake normally.

### STRESS/FATIGUE

**Get proper sleep prior to traveling.**

Follow work/rest ratio of 2:1; do not drive Fatigue dulls concentration and slows reaction time. If possible, take breaks to stretch your body. Drink plenty of water (it will be hot).

**ACCOUNTABILITY – ALWAYS let supervisors know when and where you are traveling.** CHECK IN or PHONE IN when you are expected to arrive.

### Monitoring Procedures

None